



Administrative Assistant to the Office of the Chair

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Under the supervision of the Executive Director of the Governing Board, the Administrative Assistant to the Office of the Chair acts as the liaison and administrator for the activities of the Executive Director of the Board, the Governing Board and Senior Staff of the Office of the Chair (OOC).

Qualifications:

- Possession of a bachelor's degree and at least four years of experience performing varied, complex and confidential administrative support to executive-level managers or an equivalent combination of education and experience.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines.
- Work in collaborative teams to meet goals and objectives.
- Diplomatically communicate with executives and staff level individuals both within and outside the agency; demonstrate proper protocol.
- Be able to communicate effectively in English through clear and concise writing and oral presentations.
- Strong information management and organizational skills
- Ability to create/ develop organizational policies and procedures in order to meet dynamic needs of the OOC.
- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities.
- Establish and maintain effective professional working relationships with those contacted in the course of day to day work.
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.

Salary Range and Benefits:

The salary range for this position is \$53,830-\$80,745 annually. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package. See the following website for more detailed benefit information <http://www.dpa.ca.gov/benefits/employeebenefits.shtm> .

The position is open until a suitable candidate is found.

How to apply: Interested candidates please submit:

210 King Street, San Francisco, CA 94107 ♦ Phone: (415) 396-9100 ♦ Fax: (415) 396-9141
Web Address: www.cirm.ca.gov ♦ E-Mail: info@cirm.ca.gov



- Cover letter
- CV/Resume
- California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814> to: jobs@cirm.ca.gov preferably or mail to 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and committed to a diverse workforce.